

CLANDESTINE SERVICE SUPPORT OFFICERS' MEETING

DDS Conference Room

8 November 1972

1. Present were:

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2. No regular DD/P Staff Meeting.

3. Items of interest from the DD/S Staff Meeting - 7 November.

a. Support Directorate Promotions to GS-16 and GS-17.

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b. Family Day Visit Set for 9 December 1972 for Support Directorate. Sessions will take place at 9:30 am and 11:30 am in the auditorium on 9 December 1972. Children accompanying a parent should be at least senior high school age. Jim O-DDS Staff, is handling the details of the Support Directorate family visit. The film of the 25th Anniversary Ceremony with Dr. Kissinger will be shown. The Cuban Missile Crisis display in "D" corridor on the first floor will be open. The Office of Medical Services will also have its facilities open, as well as the Library, Auditorium, Communications Center, OCS Computer Center, Credit Union, EAA Store (no sales), Rendezvous Room (no meal service) and the cafeterias (dining in the North Cafeteria only).

c. Combined Federal Campaign. Mr. Fisher gave a brief progress report on the CFC. By Directorate the percentages of dollar goals achieved to date are:

O/DCI	71%	DDI	47%
DDS	78%	DDS&T	40%
DDP	70%		

d. EAF and PSAS. To date Agency-wide contributions to EAF total \$6,300; to PSAS, \$5,600.

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e. Suspicious Mail. [] reported that since 29 October the Agency has received no suspicious mail. Up to that date, 32 pieces had been received.

4. Other Items of Interest.

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a. Check List for Returnees. At the Trends and Highlights course last week a question was raised [] on how a returnee arranges to get a physical examination. In checking with the area division we were told that it is SOP for your personnel office to direct all returnees to Central Processing Branch, there to be given a check list of things a returnee should do or be aware of. We have given you a copy of the Check List for Returnees, Form 1220e, together with a copy of an OMS Form 2930 which is a Medical Chart Charge-Out. As you will notice the 4th item on the check list is a notation that the returnee can arrange for an appointment for his physical examination by reporting to Room 1D40 in Headquarters. When you go to 1D40 the receptionist will arrange, generally within 15 minutes, an appointment for you. If you request returnee physicals for your family, she will give you a telephone number to call where you can arrange an appointment for them. Since there may be some confusion on handling returnees in your division, please ensure that either on your internal division check list, or orally, that every returnee,

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[] is instructed to report to Central Processing where the system will then permit the accomplishment of necessary check-in procedures and appointments.

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b. Delinquent Fitness Reports. [] requires the Director of Personnel to notify the ExDir-Comp of delinquent fitness reports. The Director of Personnel has recently sent such a report to Mr. Colby which shows that there is a fairly substantial percentage of fitness reports of CS people that are delinquent during the quarters January-March, April-June and July-September 1972. We urge you to do all you can to reduce this delinquency.

c. Civil Service Discontinued Service Retirement and CIA Involuntary Retirement. Each "S" Careerist will soon receive a memorandum from Mr. Coffey, dated 3 Nov 1972, advising that the "S" Career Service has a surplus of personnel and during the remainder of FY 73 qualified careerists may opt for an early retirement. A book dispatch is being prepared to go to all stations and Commo areas where "S" Careerists are now serving.

d. New UBLIC Subscribers. The "What Is a UBLIC" brochure has generated 205 new applications and increases in coverage by 45 others. An additional \$5,227,000 coverage is now in force.

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e. [] Chuck is on his feet a few times a day after his operation. He will leave the hospital on the 13th and be at home for four weeks.

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f. Recently Approved Support Officer Assignments.



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June 73
June 73

g. Promotions to GS-10 and GS-11. Unfortunately the "S" Career Service has no headroom for promotion to grades GS-10 and GS-11 at this time. The Support Operations Panel so reported this fact to the DD/S in connection with its semi-annual review of these grade groups.

h. Snow Emergency Plan for 1972-73. We have forwarded to each of you the snow emergency plan pick-up points and routes for 1972-73. We were not given enough copies for each person on the list. You were sent a proportionate share.

When there is a change of address or phone number for a member of your "Critical Key Employee" list, you need not send the change to us or Logistics. The only one we need a current address for is the individual designated to assist LSD in a serious weather emergency.

i. Certificate of Distinction. We are especially pleased to tell you that the Director has awarded the Certificate of Distinction to [redacted] C/S/[redacted] for his service in [redacted] but particularly for the development of his [redacted] method that he described to you earlier.

j. External Training. [redacted] has been approved by the DDS to attend the Advanced Managerial Seminar, Dec 3-8, at Fredericksburg, Virginia.

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